

New User Account Creation

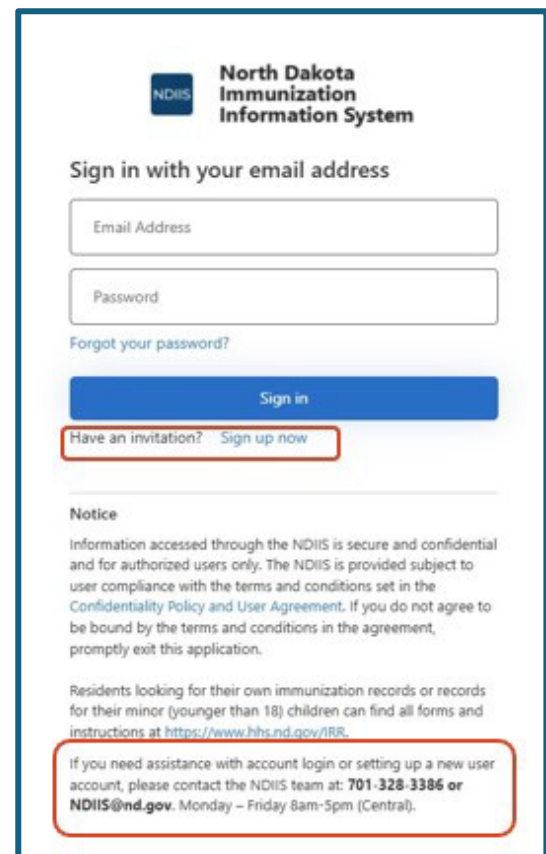
Getting Started

New users of the North Dakota Immunization Information System (NDIIS) will need to be invited to create their own unique user account prior to accessing the NDIIS. Provider Administrators for existing sites will send the invitation (see User Management Guide). For new sites, NDIIS staff will send the invitation to the Provider Site administrator listed on the submitted Provider Site agreement.

Creating Your New NDIIS Account

When an invitation request is created, the NDIIS will send an invitation to create a new user account to the email entered. Once you have received the invitation link, you will have seven (7) days to create your user account. If you experience any issues during or after the initial user account set up, please contact NDIIS staff at 701-328-3386

- The link is only valid for the email it was sent to. Users cannot create an account under a different email.
 - The invitation email will come from noreply@ndiis.org. If you do not see the email in your primary inbox, check your spam folder.
1. Click the link in the invitation email. This will open the NDIIS login page in your web browser.
 2. Click the "Sign up now" link underneath the Sign In button.
 3. Enter your First Name, Last Name, and the Email Address the invitation was sent to. This is the email that will be used to log in to the NDIIS moving forward.



**North Dakota
Immunization
Information System**

Sign in with your email address

Email Address

Password

Forgot your password?

Sign in

Have an invitation? **Sign up now**

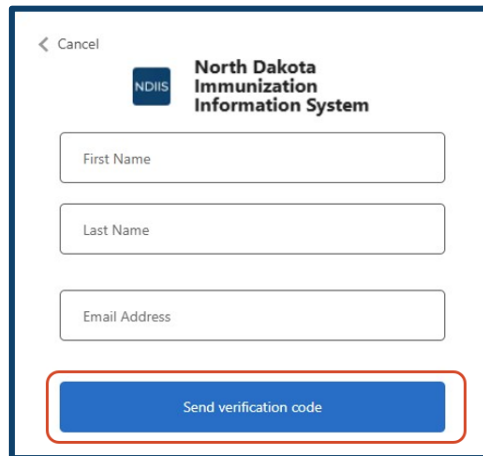
Notice

Information accessed through the NDIIS is secure and confidential and for authorized users only. The NDIIS is provided subject to user compliance with the terms and conditions set in the Confidentiality Policy and User Agreement. If you do not agree to be bound by the terms and conditions in the agreement, promptly exit this application.

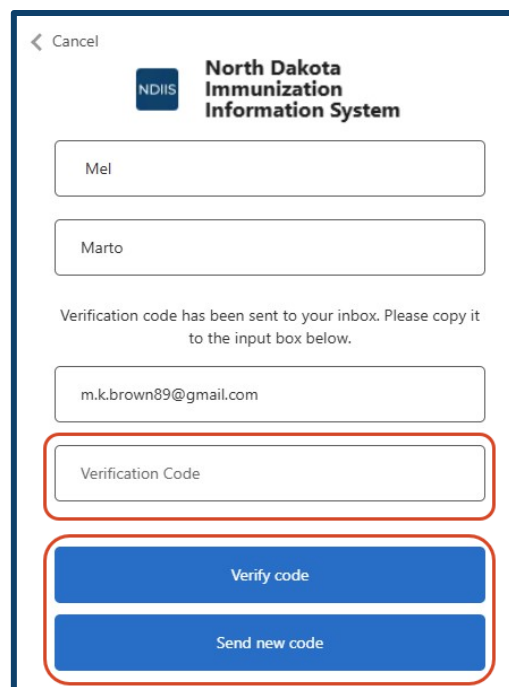
Residents looking for their own immunization records or records for their minor (younger than 18) children can find all forms and instructions at <https://www.hhs.nd.gov/IRR>.

If you need assistance with account login or setting up a new user account, please contact the NDIIS team at: **701-328-3386** or **NDIIS@nd.gov**. Monday - Friday 8am-5pm (Central).

- Click Send verification code to complete the multi-factor authentication (MFA). The verification code will be sent to the email address entered.



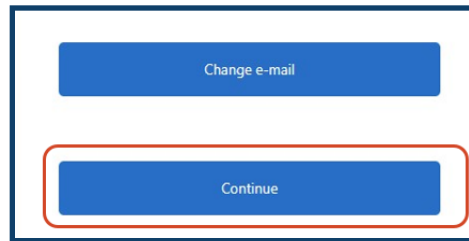
- The verification code will arrive from *Microsoft on behalf of North Dakota Immunization Information System (NDIIS)*. This can take a few minutes but should not exceed 5 minutes.
 - Enter the six-digit verification code in the Verification Code field
 - If the code does not arrive within that timeframe or it was not entered within the acceptable time limit, click Send New Code to initiate a new MFA code.



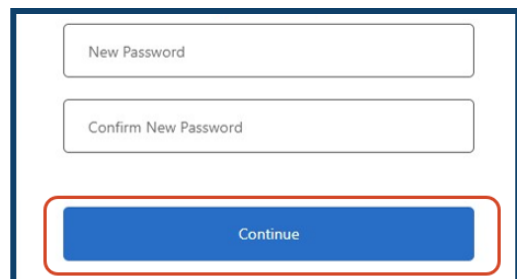
6. When verification has been completed, the system will confirm and give the option to change the email address. Click Continue.
- If the email address verified does not match the email address that was invited the system will error and show the following message: "Please contact your Provider Site Administrator to request an invitation".

7. Users will create a password for their NDIIS account. NDIIS passwords must meet the following criteria

- Between 12 and 256 characters in length
- Contain a lowercase letter
- Contain an uppercase letter
- Contain a number
- Contain a symbol



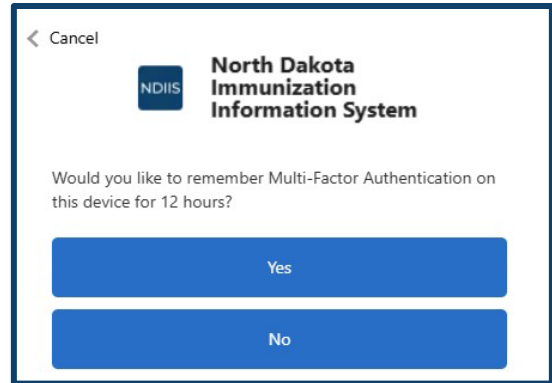
8. After entry of matching password and criteria is met, click Continue.
9. The system will return to the original login screen, where the user will now enter the email address and password for their NDIIS account to finalize the account creation.



10. The user will have to complete the MFA step for logging in to the NDIIS account. (Repeat of Steps 4-6).
11. Once accepted, a new screen will appear asking if the system should remember the MFA on the device for 12 hours.
12. The system will now show the NDIIS homepage but will not allow the user to have access to the NDIIS database or functionality until the User Access Request process has been completed (see below).

Security Risk!

If more than one person has access to or uses the device being logged in on, select No. All access to the NDIIIS must occur on individual user accounts.

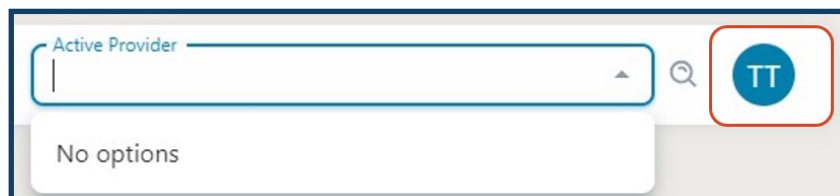


User Access Request

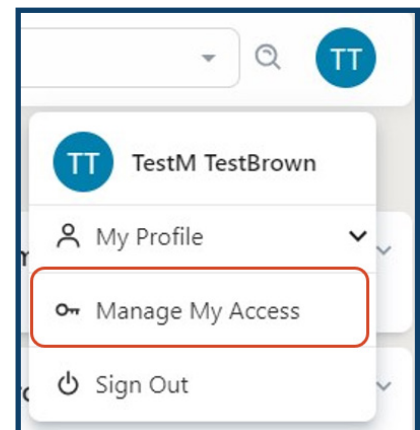
Now that the user account is created, the final step is to initiate an access request to the provider site the user is associated with. Before starting an access request, please review the following guidance.

- Users who work at more than one provider site location will need to submit a request for each site.
- Provider Site Administrator's do not need to submit an access request. NDIIS staff will assign access once the Provider Site Agreement has been processed.

The User Self Service menu is found in the top right corner of the NDIIS home screen. The menu appears as the User's initials. In the screenshot below, the example user Self Service icon is "TT". Additional features of the User Self Service portal are covered in the User Self Service Guide.

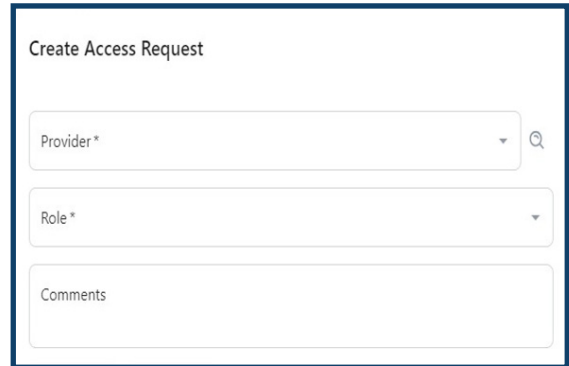


1. Click on your User Self Service icon to open the drop-down menu.
2. Click Manage My Access to open the Create Access Request module.



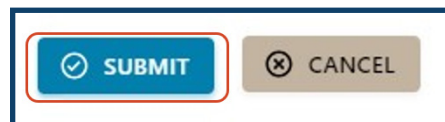
3. Select the correct Provider from the Provider drop down or users can type the provider name or pin number.
4. Select the requested access level in the Role drop-down. Most users will select Standard. If still unsure review the following Access role descriptions

- Provider Administrator- Highest level of access. This is reserved for Provider Site Administrators, Authorized Representatives and limited other staff members at the site designated by the Site Administrator. The number of users per site with this level of access should be limited.

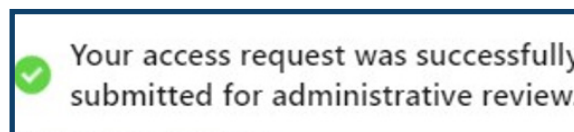


- Standard – The most common level of access. This allows users to view, modify, add, and delete patient and dose information as well as access all additional provider functionality.
- Restricted – Lowest level of access. Users are only able to view patient records and print immunization certificates.

5. The comment box is optional and allows users to provide additional information on the access request being submitted to the Site Administrator reviewing the request.



6. Click Submit to send the request to the Site Administrator. To remove all information entered without submitting, click "Cancel".



7. Successful submission will trigger a pop up on the bottom right of the screen indicating the request has been submitted and the Site Administrator has been notified.